



## Invitation to Bid HNS 24-4

**NOTE: Contractors are not authorized to visit the property before or after the bid walk, without being accompanied by the City's Rehabilitation Specialist.**

**Documents included in Package:**

- 1) Instruction to Bidders
- 2) Specs by Location/Trade (Scope of Work)
- 3) Subcontractor Certifications (if applicable)
- 4) Floor Plan / Site Drawing (if applicable)

**Bid Walk & Bid Opening:**

Project Address: <b>2337 Briargrove Dr</b>		<b>LeadSafe Charlotte</b>
<b>Bid Walk: 7/20/2023 at 10:00 am (THURSDAY)</b>		
<b>Bid Opening: 7/28/2023 at 5:00 pm (FRIDAY)</b>		
Client Name: Myrtle Craig		Lead/Healthy Homes
Project Manager: Elizabeth Lamy		Contact Number: 704-620-9090

**Bid Walk and Bidding Instructions:**

*All bid walks are mandatory.*

*If you are going to be late the policy is the following:*

Contact me BEFORE the start time if you are going to be late. If you are going to be more than 10 minutes late, we will proceed without you and you will not be permitted to bid.

The day of a bid walk the best way to reach me is at 704-620-9090.

*Bids must be received by the date, time and place specified. All others will be considered non responsive and disqualified.*

**The Bids will be received via email no later than the above-mentioned date and time. Emailed bids will not be opened until the listed Bid Opening time.**



**Company Acknowledgement:**

The undersigned, having become thoroughly familiar with the terms, conditions, limitations, and provisions of the housing improvement work to be performed at **2337 Briargrove Dr** to be funded through the City of Charlotte Housing & Neighborhood Services, in addition, having fully inspected the site in all particulars, hereby proposes and agrees to fully perform the work within the time stated and in strict accordance with the proposed contract documents including furnishing of any and all labor and materials, and to do all work required to complete said Work in accordance with the advised respective contractual, for the sum of money:

***All labor, materials, services and equipment necessary for the completion of the Work shown on the Drawings and in the Specifications:***

Dollars (\$) \_\_\_\_\_

*Written total*

Specs Dated: 7/7/2023

Number of Pages: 8

Addenda # 1 Dated:

Number of Pages:

Addenda # 2 Dated:

Number of Pages:

**Project Schedule: (A DATE must be included here or the bid will be nonresponsive)**

**Completion Deadline: (please provide projected completion date with bid submission)**

***Please Print and Sign:***

Company Name/Firm:

Authorized Representative Name:

Signature:

Date:

**Bid Validation**

- All approved bids will be valid for 60 days after the bid opening date



## **Requirements For Bidders**

The City awards rehabilitation bids to the lowest responsive and responsible bidder. A responsible bidder for the safe home program is one who:

- 1) Is a licensed general contractor in the State of North Carolina;
- 2) Has an Renovate, Repair & Paint Certification (<http://www2.epa.gov/lead/renovation-repair-and-painting-program>);
- 3) Is not listed on a local, state or federal debarment list;
- 4) Carries an appropriate amounts of insurance;
- 5) Can provide references verifying the contractor has completed work of a similar scope in a good workmanship like manner or successfully completed prior work for the Safe Home program. Referenced work must have been completed in one year or less from date of this invitation to bid.

A responsive bidder must:

- 1) Submit all requested documentation on time;
- 2) Meet the above requirements for responsibility at the time of bid submittal;
- 3) Have the capacity to meet the required schedule for the project.
- 4) Existing rehab projects contracted by the contractor must be on schedule.

The City reserves the right to waive any minor informalities or irregularities, which do not go to the heart of the bid submittal or prejudice other offers, or to reject, for good and compelling reasons, any or all bid submittals.

Elizabeth Lamy Santos  
Rehabilitation Specialist  
City of Charlotte  
Housing & Neighborhood Services  
600 E. Trade St.  
Charlotte, NC 28202  
PH: (704) 336-3333 desk  
(704) 620-9090 cell  
[elizabeth.lamy@charlottenc.gov](mailto:elizabeth.lamy@charlottenc.gov)

HOUSING & NEIGHBORHOOD  
SERVICES

<http://housing.charlottenc.gov> | 600 E. Trade Street | Charlotte, NC

<G:\SELECTIVE REHAB TEAM\forms\bid forms and documents\Invitation to bid WARREN>

# Work Specification

Prepared By:  
**City of Charlotte Housing & Neighborhood Services**  
**600 E. Trade Street**  
**Charlotte, NC 28202**  
**(704) 336-7600**

## Property Details

Address:	2337 Briargrove Dr. Charlotte, NC 28215	Owner:	Myrtle Craig
Structure Type:	Single Unit	Owner Phone:	Home: (704) 607-9202
Square Feet:	1925	Program(s):	Tested- HAS LEAD LeadSafe 2019 Healthy Homes LBP 2019 SHFY 22 Rehab
Year Built:	1965		
Property Value:	179900		
Tax Parcel:	10702414		
Census Tract:			
Property Zone:			

## Repairs

### Description

### Floor

### Room

### Exterior

#### See Attached Lead Scope

#### GENERAL REQUIREMENTS

All work shall be performed in accordance with applicable regulations and shall meet all applicable building codes. Building permits will be obtained as appropriate. Mecklenburg County requires building permits for Lead Hazard Reduction if the work involves activities subject to permitting under general conducts.

Bid Cost:	_____	X	_____	=	_____
	Base		Quantity		Total Cost

#### All Contractor's Project Requirements

#### GENERAL REQUIREMENTS

The contractor is responsible for all project requirements, including but not limited to:

All activities required by the City's COVID-19 Precautions for Residential Housing Rehabilitation Activities policy.

Obtaining all permits required. Said permits shall include all items in this scope of work.

Provide temporary toilet facilities from job start until the completion of work.

Provide AS MANY roll-off dumpsters as needed without damaging the site. Collect construction debris using dust control methods. Remove dumpsters and repair any evidence of the dumpster use.

Contractor may haul debris away daily using dump trailers or trucks.

Bid Cost:	_____	X	_____	=	_____
	Base		Quantity		Total Cost

# Work Specification

## Exterminate Termites

## GENERAL REQUIREMENTS

Exterminate for termites. Drill and patch foundation and pavement where necessary. Exterminator must be licensed and provide a 1 year guarantee with an optional yearly renewable warranty for the homeowner.

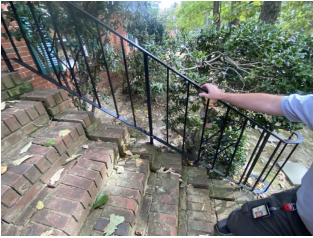
Bid Cost: \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_  
Base Quantity Total Cost

## Masonry Patch & Repoint - Front Steps

## EXTERIOR

## Exterior

Install bricks where missing. Cut out mortar at least 1/2". Remove all loose material with clear water. Saturate joints with water and repoint in 1/ 2" lifts using portland cement mortar. Reinstall any flashings, tool concave joints and clean brick face.



Bid Cost: \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_  
Base Quantity Total Cost

## Masonry Patch & Repoint - Rear Steps

## EXTERIOR

## Exterior

Install bricks where missing. Cut out mortar at least 1/2". Remove all loose material with clear water. Saturate joints with water and repoint in 1/ 2" lifts using portland cement mortar. Reinstall any flashings, tool concave joints and clean brick face.



Bid Cost: \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_  
Base Quantity Total Cost

## Interior Step Repair

## STAIRS - LOWER LEVEL

Repair damaged riser board of steps leading to lower level of home to close up opening. Re-install register covers as necessary. Stain to match existing steps.

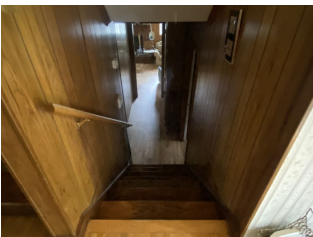


Bid Cost: \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_  
Base Quantity Total Cost

## Re-Secure Handrail

## STAIRS - LOWER LEVEL

Secure loose handrail for interior stairs.



Bid Cost: \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_  
Base Quantity Total Cost

# Work Specification

## Aluminum Storm Door - Basement

EXTERIOR

Exterior

Install an aluminum combination storm and screen door. Complete with self closer and locking hardware.



Bid Cost:  $\frac{\text{Base}}{\text{Quantity}} \times \text{Quantity} = \text{Total Cost}$

## Aluminum Storm Door - Lower Level Den

EXTERIOR

Exterior

Install a full-lite aluminum framed storm door to match existing. Complete with self closer and locking hardware.



Bid Cost:  $\frac{\text{Base}}{\text{Quantity}} \times \text{Quantity} = \text{Total Cost}$

## Door Frame/Trim Repair - Basement

EXTERIOR

Exterior

Repair or replace damaged trim surrounding exterior door frame, and enclose exposed header. Paint to match surroundings. Wood trim should be used and should be free from surface defects.



Bid Cost:  $\frac{\text{Base}}{\text{Quantity}} \times \text{Quantity} = \text{Total Cost}$

## Certification

Contractor Name: \_\_\_\_\_

Total Cost: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Scope of Work for Lead Hazard Control

Address: 2337 Briargrove Dr Date: 7/7/2023

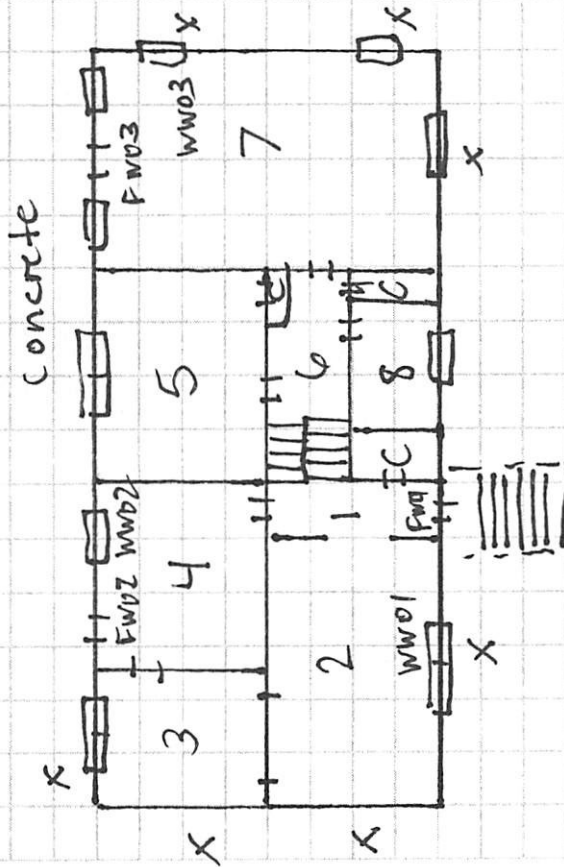
All work described must be performed by a North Carolina state certified lead firm and a state lead permit is required. All work must comply with all applicable federal, state, and local regulations. Provide a separate price for each line item and add the total of line items at the end of the scope. Transfer the lead scope total to the lead control line item in the main scope of work.

Lead Hazard (from LIRA)	Method of Control and Scope of Work	Number	Unit Cost	Line Item Cost
Door A1 (to Room 1) – light brown wood door casings and header and white wood door jambs and stops	<p>Make smooth and operable, scrape loose paint and re-paint.</p> <p>NOTE: front door is to be removed, refinished, and reinstalled on the rehab scope.</p> <p>Complete specialized cleaning of Room 1.</p>	1		

Total Bid for Lead Scope \$ \_\_\_\_\_

**SIDE C**

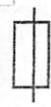


Main / Lower Level



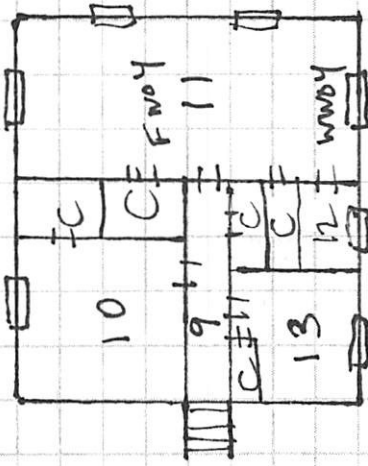
**SIDE B**

**SIDE A**

**Legend**

-  = Window
-  = Door
-  = Soil Sample Location

Upper Level



**SIDE D**

**NOT TO SCALE**